

# Retention and Classification Report

**Agency:** Syracuse (Utah) (1141)

Municipal Building  
1979 West 1900 South  
Syracuse, UT 84075  
801 825-1477

**Records Officer** Cassie Brown

27408	Building plans
84765	*Cemetery records
17834	Council minutes
17891	Lot books/files
17894	Receipt books
24339	Utility billing computer data base

**AGENCY:** Syracuse (Utah)

**SERIES:** 27408

3

**TITLE:** Building plans

**DATES:** c. 1990-2000

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

Sample of building plans from the 1990's retained as an example of building practices and building code policy.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Sample of building plans retained as an example from the period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Syracuse (Utah)

**SERIES:** 84765

4

**TITLE:** Cemetery records

**DATES:** i 1966-1967.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1966 through 1967.  
Retain in State Archives permanently.

**APPRAISAL:**

Historical  
Cemetery records supplement vital records.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Syracuse (Utah)

**SERIES:** 17834

3

**TITLE:** Council minutes

**DATES:** 1935-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Syracuse (Utah)

**SERIES:** 17834

**TITLE:** Council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Syracuse (Utah)

**SERIES:** 17891

3

**TITLE:** Lot books/files

**DATES:** 1903-

**ARRANGEMENT:** by lot and plot location

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Syracuse (Utah)

**SERIES:** 17891

**TITLE:** Lot books/files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Syracuse (Utah)

**SERIES:** 17894

3

**TITLE:** Receipt books

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by name Numerical by account number

**DESCRIPTION:**

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 9.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**



**AGENCY:** Syracuse (Utah)

**SERIES:** 17894

**TITLE:** Receipt books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Syracuse (Utah)

**SERIES:** 24339

3

**TITLE:** Utility billing computer data base

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical and numerical access in the data base

**DESCRIPTION:**

Software program data base of utility connections in the city. Used to manage utility billing and collections and generate reports relative to billing and collection. The data base contains names, addresses, phone numbers, utility charges, and utility payments for every connection in the city.

**RETENTION:**

Retain 3 years after account is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** 12/07/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Syracuse (Utah)

**SERIES:** 24339

**TITLE:** Utility billing computer data base

(continued)

**PRIMARY CLASSIFICATION:**

Public